Group working: Using Teams Chat

Your University of Salford Microsoft Office 365 account gives you access to Microsoft Teams. It is a collaborative hub which is **ideal for group work**. If you are forming a small group that wants to do more than just share files, but don’t want to set up an actual team, then try its Chat feature. Your group will be able to post messages, store and share files/folders and hold video and audio calls.

Chat offers:

* A WhatsApp style chat.
* A tool to meet together online.
* A space to share files and folders.

# To access your Office 365 account

You can use Teams online via a web browser or download it to your device. There is also a great Teams app that you can install and use on a mobile device. You may see some small differences depending on whether you have installed Teams, are using it online or are using the mobile app.

# Getting started

One student will need to open the group chat using Teams and invite the other students to it.

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| * To access Teams go to the [Student Hub](https://testlivesalfordac.sharepoint.com/sites/Uos_Students) and sign in with your University email and password. Click on the **App Launcher** icon in the left corner of the screen.
 |  | Waffle icon to open app launcher. |
| * Select the purple Teams icon.
 |  | The Teams icon. |
| * Click on the **Chat** button on the navigation bar on the left of the screen. (It’s just above the Teams button.)
 |  | Chat button. |
| * Select the **New Chat** icon to start a new chat for the group.
 |  | New Chat icon. |
| * Enter the names of the other group members into the **‘To:’ recipient bar** at the top of the screen, to add themto the group chat.
* Or click the **View and add more participants** icon after the group chat has been created.

Now everyone within the group will be able to see and take part in the group’s activities in their own chat area.  |  | The 'To:' box.The Add people to Chat icon. |

# Sharing a file/folder in a group Chat

Option 1: Click on the **Files** tab at the top of the window and click on the **Share** icon that appears beneath it. Find and select a file to upload from OneDrive or your device. Click **Share**. You could then post a message to let the group know...

Option 2: Begin a new chat message at the bottom of the window and click on the **Attach** (paperclip) icon within the text editor. Find and select a file to upload from OneDrive or your device. Click **Share**. **Post** your message.

# Accessing your shared files

You can view a list of any files that have been shared within the group chat, by clicking on the **Files** tab at the top of the window.

By clicking on the **More options** button – shown as three dots – you can choose to view the file in a browser window, to download the file to your device or to get a link that you can share with others, e.g. in a post with the group.



# Online calls

To start a **video call** or **audio call** with your group chat, click on the appropriate call button at the top of the Chat window.



During a call you can turn your microphone and camera on/off and share your screen. From the options on the toolbar, you can invite additional participants and even blur your background.

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| You can add to your group’s chat feed at any time during a call by pressing the **Chat** icon. |  | Button for adding to the Chat feed. |
| To leave the call, simply press the red **Hang Up** icon. |  | Button for leaving the call. |